

4.1 Indirect Cost Allocation Plan

Name of Agency _____

If your agency provides only one kind of program, service or activity, and all costs are directly related to providing this program, service or activity, even if only partially allocated to the proposed Department on Aging program or service, you are not required to complete the Indirect Cost Allocation Plan.

| Description of Item Costs | Total Agency Cost | Department of Aging Program Costs | Indirect Cost Rate |
|--|-------------------|-----------------------------------|--------------------|
| 1. General Administration | | | |
| A. Salaries of Executive Officers | | | |
| B. Expenses of Executive Officers | | | |
| C. Personnel Administration | | | |
| D. Accounting | | | |
| E. Other (Describe) _____ | | | |
| F. Other (Describe) _____ | | | |
| G. Other (Describe) _____ | | | |
| 2. Buildings and Equipments | | | |
| A. Depreciation | | | |
| B. Use | | | |
| C. Operation | | | |
| D. Maintaining Facilities | | | |
| E. Other (Describe) _____ | | | |
| F. Other (Describe) _____ | | | |
| 3. Communication Costs | | | |
| A. Advertising Costs | | | |
| B. General Communication Costs (Telephone, postage, etc.) | | | |
| C. Other (Describe) _____ | | | |
| D. Other (Describe) _____ | | | |
| E. Other (Describe) _____ | | | |
| 4. Other Indirect Costs | | | |
| A. Other (Describe) _____ | | | |
| B. Other (Describe) _____ | | | |
| C. Other (Describe) _____ | | | |
| D. Other (Describe) _____ | | | |
| TOTAL ALL INDIRECT COSTS | | | |

Total Department on Aging Program Costs should be included on Line 6A of the 4.0 Budget Summary.

For allowability of certain selected items of cost, refer to Office of Management and Budget Circular A-122